

Gould League Grant and Bequests Coordinator

Job description

- **Commencing March/April 2024**
- **Part-time Volunteer Position**
- **Support the Board and General Manager raise funds through grants and bequests**

ABOUT THE GOULD LEAGUE

The Gould League is an independent not-for-profit organisation celebrating over 100 years of environmental and sustainability education. We help teachers to reinforce the impact of their science and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

ABOUT THE ROLE

It's been many years now since Gould League, once under the umbrella of the Department of Education, has received steady federal or state government funds. Therefore, we rely on income generated by the programs we deliver to schools, sparse public and private grants, corporate and individual donations and bequests from past members. In this context we are seeking a passionate fundraiser with experience in grant writing, bequests and or sponsorships procurement to lead our funding efforts, to ensure the financial stability and sustainability of Australia's oldest environmental charity.

The role will entail:

- Working closely with General Manager and board to activate the grant and bequest aspects of our fundraising strategy
- Relationship building with relevant grant makers
- Grant writing and acquittals
- Identifying and connecting with potential bequest donors
- Identify gaps where we can broaden our reach
- Set up management systems to manage donors
- This role will mostly be online or via the phone, but may require some face to face meetings.
- Minimum 8 hours a week but hours may vary. Preferred commitment 12 months

YOU WILL NEED TO HAVE

- An understanding of Grant and Bequest fundraising.
- A passion for environmental protection, conservation and education for sustainability.
- An ability to work independently and as a team, either remotely or face to face.
- A warm and enthusiastic personality and open communication skills.
- A passion for people and an understanding of how individuals can make a difference different to society and leave a legacy via a bequest.
- Access to a computer and phone.
- Experience in grant making, bequests, sponsorship and or general fundraising.
- Ability to occasionally meet with the board (via phone or Zoom) which is typically done at night.
- Experience in using online resources such as Canva and Zoom, as well as Microsoft Office, Excel and Outlook.

- A current Working with Children's Check or VIT

How to apply for this role: Please forward your cover letter (explaining how you fit with GL desired attributes/skills as outlined above) and your resume with at least 2 references to gould@gould.org.au using the subject line: **APPLICATION Gould League Grant & Bequest Coordinator**

For more information phone **(03) 9585 7860** or contact gould@gould.org.au Please note references may be contacted upon receipt of application. Only shortlisted candidates will be contacted.